

UNITED STATES PROBATION & PRETRIAL SERVICES

Northern District of Oklahoma



VACANCY ANNOUNCEMENT

(FY 17-01)

POSITION TITLE: United States Probation Officer
(Full-Time/Permanent)

LOCATION: Tulsa, Oklahoma

SALARY RANGE: CL 27-01 to CL 27-25 (\$48,170 to \$60,210)
The current salary for Officers within the
Judiciary wishing to transfer will be considered
through CL 28.

OPENING DATE: May 3, 2017

CLOSING DATE: May 24, 2017

START DATE: To be Determined

The United States Probation Office for the Northern District of Oklahoma is a combined district responsible for all pretrial, presentence, and post-conviction functions for the United States District Court. The District is comprised of eleven counties in Northeastern Oklahoma. The office is located in Tulsa, Oklahoma.

By statute, probation and pretrial services officers serve in a judiciary law enforcement position and assist in the administration of justice. Officers promote community safety, gather information, supervise defendant/offenders during traditional and non-traditional hours, interact with other agencies, conduct investigations, prepare reports, and present recommendations to the court.

Representative Duties

United States Probation Officers perform a full range of duties and responsibilities including, but not limited to, the following:

- Conduct investigations, prepare reports, and make recommendations to the court. Interview defendants/offenders and their families, and collect background data from various sources. An integral part of this process is the interpretation and application of policies and procedures, statutes, Federal Rules of Criminal Procedures, and may include United States Sentencing Guidelines, Guide to Judiciary Policy, and relevant case law. Track legal developments, and update staff and the court.
- Enforce court-ordered supervision components and implement supervision strategies. Maintain personal contact with defendants and offenders. Investigate employment, sources of income, lifestyle, and associates to assess risk and compliance. Address substance abuse, mental health, domestic violence, and similar problems and implement the necessary treatment or violation proceedings, through assessment, monitoring, and counseling.
- Schedule and conduct drug use detection tests of defendants/offenders, following established procedures and protocols. Maintain computerized records of test results. Maintain chain of custody of urinalysis testing materials. Respond to judicial officer's requests for information and advice. Testify in court as to the basis for factual findings and guideline applications. Serve as a resource to the court. Maintain detailed electronic records of case activity. May conduct surveillance and/or search and seizure at the direction of the court.
- Investigate and analyze financial documents and activities and take appropriate action. Interview victim(s) and provide victim impact statements to the court. Ensure compliance with Mandatory Victims Restitution Act. Responsible for enforcement of home confinement conditions ordered by the court.

- Analyze and resolve disputed issues involving defendants/offenders and present unresolved issues to the court for resolution. Assess defendants'/offenders' level of risk and develop a blend of strategies for controlling and correcting risk management.
- Communicate with other organizations and personnel (such as U.S. Parole Commission, Bureau of Prisons, law enforcement, treatment agencies, and attorneys) concerning defendants'/offenders' behavior and conditions of supervision. Identify and investigate violations and implement appropriate alternatives and sanctions. Discuss violations with Supervising Probation Officer. Report violations of the conditions of supervision to the appropriate authorities. Prepare written reports of violation matters, and make recommendations for disposition. Conduct Parole Commission preliminary interviews. Guide the work of staff providing administrative and technical assistance to officers.

Qualifications

To qualify for this position, an applicant must have a Bachelor's Degree from an accredited college/university, in a field of study involving criminal justice, psychology, sociology, human relations, business or public administration, or any other behavioral sciences. Additionally, the applicant must have two years of specialized experience (including at least one equivalent to work at the CL-25 level) or a Master's degree in a field of study closely related to the position or a Juris Doctor degree.

Specialized Experience

Progressively responsible experience in the investigation, supervision, counseling and guidance of offenders in community correction or pretrial programs is required. Experience in closely allied fields such as guidance counselor, social worker, caseworker, psychologist, substance abuse treatment specialists, and correctional researcher may constitute a portion of the specialized experience. Experience as a police officer, FBI agent, customs agent, marshal or similar positions, other than criminal investigation experience, does not meet the requirements of specialized experience. Specialized experience must be earned after the bachelor's degree has been granted.

Education Substitutions

Completion of master's degree in an accredited university in one of the social sciences or a Juris Doctor degree may be substituted for the two years of the specialized experience.

Note: A degree that relies primarily upon credit for life experience rather than academic course work is not considered qualifying for substitution of educational experience for actual

work experience.

Court Preferred Skills, Education, and Experience

- An advanced degree in the fields listed previously under Specialized Experience.
- Possesses excellent problem-solving skills and interpersonal skills.
- Excellent oral and written communication skills. Ability to analyze relevant information and prepare an accurate written summary of technical information in an organized, objective, clear and concise manner.

Personal Attributes and Skills

Successful candidates must be mature and highly organized; must possess tact, good judgment, poise and initiative; and must maintain a professional appearance and demeanor at all times. Ability to meet the public, work harmoniously with others and communicate effectively, both orally and in writing, is required.

Special Requirements for Probation Officers

First time appointee to the position of United States Probation Officer must undergo an extensive government background investigation. Further, prior to appointment, the selectee considered for this position will undergo a medical examination and drug screening, the selectee may then be appointed provisionally, pending a favorable suitability determination by the Court. In addition, as a condition of employment, incumbents will be subject to ongoing random drug screening, updated background investigations every five years, and as deemed necessary by management for reasonable cause, may be subject to subsequent fitness-for-duty evaluations.

The medical requirements and the essential job functions derived from the medical guidelines for probation officers, pretrial services officers, and officer assistants are available for public view at <http://www.uscourts.gov>.

All newly hired officers are subject to a one-year probationary period. During that period, each officer will receive on-the-job training. Each officer must also successfully complete a minimum of six-week national training program at the United States Courts National Training Academy at the Federal Law Enforcement Training Center in Charleston, South Carolina.

Benefits

The United States Probation Office is within the Judicial Branch of the United States Government and its employees are entitled to federal employee benefits such as paid vacation and sick leave, group health insurance, life insurance, long term disability, long term care programs, dental and vision plans, flexible spending accounts, a tax deferred savings plan, and ten paid holidays per year. United States Probation Officers participate as hazardous duty law enforcement officers under the Federal Employees Retirement System. This position is required to have electronic transfer of salary payment.

Other Important Information

- Applicants must be United States Citizens or eligible to work in the United States.
- Applicants must not have reached his/her 37th birthday at the time of appointment and must meet physical standards.
- All employees are required to adhere to a Code of Conduct for Judicial Employees which is available to applicants to review upon requests.
- The United States Probation Office reserves the right to modify the conditions of this job announcement, withdraw the announcement, fill the position at any time, or hire more than one applicant from this announcement, any of which may occur without prior written notice or without further advertising. Candidates selected for interviews will be required to participate in job-related testing as part of the screening process. The Court is not authorized to reimburse travel expenses in connection with an interview or to pay relocation expenses.

Application Process

Interested and qualified applicants must submit a current resume, cover letter, and Application for Judicial Branch Federal Employment (AO-78), which can be found on the District Court's website at: www.oknd.uscourts.gov. Part of the screening process will include an evaluation of the applicant's writing ability. Therefore, as a separate submission, please include an explanation of why you have chosen to pursue a career as a U.S. Probation Officer, and what knowledge, skills and abilities you will bring to the position to benefit the Court and the Probation Office in the Northern District of Oklahoma. Please contact the Human Resources Office at (918) 699-4841 if you have questions.

The application packet can be sent by mail or hand delivered, to:

United States Probation Office, Northern District of Oklahoma
Attn: Human Resources
333 W. 4th Street, Suite 3820
Tulsa, Oklahoma 74103

Or, sent by e-mail to:

Charlotte_Griggs@oknd.uscourts.gov

The application packet, which must be received no later than 5:00 p.m., Wednesday, May 24, 2017.

The United States Probation Office is an Equal Opportunity Employer.